

ENVIRONMENTAL GUIDELINES1. CONSULTATION AND ADVICE

a. The Agency employs a part-time interior decorating consultant who works closely with the Office of Logistics, Logistics Services Division (OL/LSD) and the Fine Arts Commission (FAC) to solve environmental problems. An office desiring help in solving an environmental problem should submit a memorandum to LSD explaining its problem and requesting help. If the problem cannot be solved by LSD or other in-house advisors, an appointment will be scheduled with the interior decorating consultant.

2. UTILIZATION OF SPACE

a. The arrangement of furniture, partitions, doors, etc., is the responsibility of the Architectural Design Staff (ADS), LSD/OL. Offices considering reorganizations, relocations, and/or rearrangements should contact ADS as early as possible in order that ADS may assist them in the planning of space utilization.

b. ADS will work with the requesting office to plan the most economical, efficient, and aesthetically pleasing environment. Upon the concurrence of the requesting office, ADS will provide finished drawings and plans of the area being modified. Once the plans have been approved and the work completed, the tenants of the modified space are expected to thoroughly test their new environment before requesting additional changes.

c. Arbitrary or personal choice modifications to approved plans which generate additional costs (moving telephones, relocating doors, capping electrical outlets, etc.) are not provided for in the LSD budget. Costs for these modifications will be charged to the requesting office and the requests will be given the lowest priority on work schedules.

3. PAINTING POLICIES AND STANDARDS

a. The following policies and standards apply to all painting within the Headquarters Building and to other Washington Metropolitan area Agency-occupied buildings as designated by the Deputy Director for Management and Services upon the recommendation of the FAC.

(1) Walls will be painted semi-gloss white.

(2) Accent colors to be used on doors, walls, and for accent panels will be Langley No. 1 through No. 12. (These are the "door colors" found throughout the Headquarters and other buildings.)

(3) Flat black will be the color used, wherever feasible, for bulletin boards, waste containers, desk and office accessory items, etc.

(4) Painting will be on an "as required" or "selective" basis and is dependent upon the funds available. By using a "selective" schedule, public areas most in need of repainting will receive priority attention while those areas which suffer less traffic and consequently less wear and soiling will receive secondary consideration. Priorities for repainting will be established jointly by General Services Administration (GSA), LSD, and the FAC.

(5) Repainting for aesthetic reasons may be requested if either of the following conditions are met:

(a) More than 50 percent of the visible wall area of the room has been repainted due to reconfiguration or excessive soiling.

(b) The area in question is a public area of high use and has suffered soiling.

(c) Qualifying areas will be scheduled for repainting in accordance with established priorities.

4. PAINTING SAFES

a. It is the Agency policy that some Agency file cabinets and safes located in the Washington Metropolitan area may be painted black. The following guidelines shall apply:

(1) The standard flat black paint will be used.

(2) Painting will include the top, sides, back, and front of the safe. Bottoms, insides, or supporting surfaces will not be painted. The safe will be moved if necessary so that all the above surfaces may be painted.

(3) Safes will be painted for GS-18s upon request subject to the same limitations as imposed by [] 1m for the issuance of executive furniture.

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b. Other requests for painting of safes should be directed to the Chief, LSD/OL and must include, but is not limited to, the following information:

(1) Nature of exception.

(2) Rationale of the request for exception.

(3) Signature of Senior Administrative Officer of requesting element.

(4) Funds citation for the request.

c. The Chairman, FAC, is the final approving authority for such requests.

5. AFFIXING MATERIAL TO WALLS

a. Affixing pictures, maps, calendars, clippings, etc., on walls, doors, partitions, and furniture with transparent tape, masking tape, tacks, and pins will cause surface damage and is therefore discouraged. The indiscriminate use of such material for decoration contributes to office clutter and detracts from the appearance of an area.

b. FAC-approved bulletin boards are available for issue from OL/LSD Building Services Branch (BSB) and should be used to consolidate miscellaneous material which requires posting. Requests for mounting bulletin boards to masonry walls should be forwarded to LSD.

6. MAP AND CHART MOUNTING

a. The indiscriminate use of maps, charts, and posters for decorative purposes is discouraged. Only items which fill an operational requirement will be prepared for hanging. Such items will be mounted on foamcore board with an "H" frame and a hanging wire will be attached.

b. Mounting requests must be signed by the Senior Support Officer of the component, cite the FAN, and must include the following statement:

"This request is to fulfill an operational (not decorative) requirement which cannot be met by any other known method or manner."

7. PICTURE FRAMING

a. Privately owned photographs, pictures, paintings, posters, maps, charts, plaques, etc., will not be mounted, framed, or prepared for display at U.S. Government expense. Exceptions to this policy are:

(1) Inscribed and/or autographed photographs of U.S. Government executive personnel presented to employees for permanent retention.

(2) Certificates and awards presented to Agency personnel in recognition of achievement or service to the U.S. Government.

b. Standard frames for the exceptions may be obtained through BSB via a properly executed form 1490 signed by the Senior Support Officer of the requesting component.

8. CHAIR-RAILS

a. The installation of chair-rails on the walls of Agency-occupied buildings is discouraged. Chair-rails, whether constructed of wood, metal, plexiglass, or other material, tend to mar walls rather than protect them. All chairs issued by LSD have wall-protecting bumpers or can have bumpers installed on them.

b. Requests for exceptions to this policy must cite full justification and state reasons that bumpers are not adequate. The request must be approved by the Senior Support Officer of the component and cite the FAN of the requesting component. The Chairman, FAC, is the final approving authority for such installations.

9. SPECIAL CABINETRY

a. Requests for special cabinetry, i.e., bookcases, distribution racks, credenzas, storage cabinets, etc., are not encouraged. Such special cabinetry is usually for a special purpose and, therefore, does not lend itself to use in other areas or for other purposes. Special cabinetry is generally much more expensive than commercial items.

b. LSD has many brochures and catalogs of commercially available furniture from which to select. Offices should investigate these resources before requesting special cabinetry.

c. Requests for special cabinetry must cite full justification and state the reasons that commercially available furniture is not adequate. The requests must be approved by the Senior Support Officer of the component and cite the FAN of the requesting component. The Chairman, FAC, is the final approving authority for such requests.